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OPM SUPER CONFERENCE

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programs

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Doing Business with the Graduate School, USDA



Contract Holder

Schedule 69 (Training) GS-02F-0107N

Schedule 874 (MOBIS) GS-10F-0228P

Has your agency been entangled in the underbrush of government procurement? Do you want ready access to the kinds of services provided by the Graduate School, USDA? Help is at hand. The General Services Administration (GSA) has approved the Graduate School, USDA under Federal Supply Schedule 874, which provides management, organizational and business improvement services (MOBIS) for all federal and District of Columbia government agencies.

Through MOBIS, federal agencies can readily contract with the Graduate School for a wide range of con-sultation, facilitation and survey services supporting government initiatives. The Graduate School provides training, educational and organizational development programs that are tailored to specific agency needs. The School's services, under MOBIS contract number GS-10F-0228P, include:

- Consultation with the government agency to develop strategic plans, process and productivity improvement, and management and information systems.
- Consultation on human resources development programs to strengthen management.
- Identification and prioritization of technical assistance and development needs and formulation of strategic and project plans.
- Facilitating sector and cross-sector meetings and conferences.
- Designing and analyzing surveys to assess organizational process and workflow, human resources development needs and management and information systems.
- Facilitating training sessions and experiential learning activities in support of strategic plans.

Because the Graduate School has completed the MOBIS pre-qualification requirements, a federal agency can obtain desired services under streamlined procedures. The agency simply prepares a statement of work, requests quotes from at least three MOBIS vendors, selects the contractor that provides the best value and places its order with that vendor. The Graduate School task force has already begun working on orders received through MOBIS.

GSA previously approved the Graduate School, USDA under Federal Supply Schedule Contract 69. That approval applies to all instructor-led training; its contract number is GS-02F-0107N.

STATS

Demographic Groups Rate Best Places to Work

The Partnership for Public Service and the Institute for the Study of Public Policy Implementation at American University recently released rankings of the best places to work in the federal government for three demographic groups: employees under 40, minority employees and women.

Best places to work in the federal government according to **employees under 40:**

1. National Aeronautics and Space Administration
2. National Science Foundation
3. General Services Administration
4. U.S. Marine Corps
5. Environmental Protection Agency

Best places to work in the federal government according to **minority employees:**

1. National Aeronautics and Space Administration
2. Social Security Administration
3. National Science Foundation
4. General Services Administration
5. Environmental Protection Agency

Best places to work in the federal government according to **women:**

1. National Aeronautics and Space Administration
2. General Services Administration
3. National Science Foundation
4. Office of Management and Budget
5. Environmental Protection Agency



Supervisory Training for TSA Employees

Responding to an urgent training request, the Graduate School, USDA customized Introduction to Supervisory/Leadership Skills and delivered 141 sessions to 3,800 screener supervisors of the Transportation Security Agency (TSA). Twenty-seven faculty members instructed in classrooms across the United States over a five-month period.

Beginning in July, the Graduate School will conduct leadership training for TSA supervisors at the headquarters office in Virginia. Graduate School staff in seven cities have coordinated the project. Dennie Orlando, Debbie Howie and Harry Jenkins developed the materials for this course, and Tonia Adams-Williams is the project manager.

Graduate School Provides Networking Room at ASTD

At the American Society for Training and Development (ASTD) Conference held in Washington, D.C., May 23-27, hundreds of attendees visited the Graduate School sponsored Government Networking Room, where they spent time renewing acquaintances, exchanging ideas and sharing experiences. The Graduate School has sponsored and staffed this hospitality room since 1997 and plans to continue to do so at future conferences. The next ASTD International Conference will be held in Orlando, Florida, June 5-9, 2005.



The Graduate School sponsored networking room served as an informal gathering place for hundreds of government employees at the ASTD conference.



Graduate School Director Jerry Ice was a panel member at the kickoff plenary session for the Conference-within-a-Conference held during the ASTD International Conference.



Mala Datta, Audrey Orteza, Debbie Smith, Judy Tabachow and Dennise Orlando were among the Graduate School staff members who greeted ASTD participants in the net-working room.

ASTD Orientation for Foreign Representatives

At the recent ASTD conference in Washington, D.C., International Institute Director Jack Maykoski and Joseph McVeigh from American Language and Culture Training conducted an orientation for training and development leaders from more than 60 nations. Designed for those international participants whose first language is not English, the interactive session included descriptions of conference tracks, explained how to network effectively and focused on strategies for implementing training and development concepts upon returning home.

International Institute Holds Program for African Nations

Congressman James McDermott of Washington keyed the welcoming session for participants from the African nations of Benin, Cameroon, Ghana, Senegal and Nigeria at an International Institute program on assisting small and medium-sized enterprises to take advantage of the Africa Growth and Opportunity Act (AGOA). The program, held from June 14 to 16, included technical sessions on exporting textile and food products to the United States, with presentations by the U.S. Trade Representative's Office; the Small Business Administration; the Animal, Plant and Health Inspection Service; the Food and Drug Administration; the Millenium Challenge Corporation; and the Agency for International Development.

In order to facilitate partnerships, a business linkage component matched the African businesses with small businesses in this country. McDermott emphasized that economic development is a major tool that can overcome challenges such as HIV/AIDs, how eco-tourism can advance conservation efforts and how participants can promote the benefits of AGOA when they return home.



Representative James McDermott welcomes participants from African nations at International Institute conference.

Ice Speaks at Fair Housing Training Academy Panel

Graduate School, USDA Director Jerry Ice spoke before the panel representing the National Fair Housing Training Academy at the 2004 National Fair Housing Training Conference and Housing Policy Summit held in Washington, D.C. on June 8. The Department of Housing and Urban Development (HUD) established the academy, and the Graduate School is providing training support.

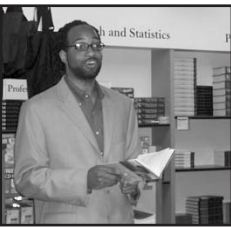
NEWSbriefs

UCEA Honors Dr. Ice

The University Continuing Education Association (UCEA) recently presented their 2004 International Futures Award for Exceptional and Innovative Leadership in Continuing Higher Education to Graduate School Director Dr. Jerry Ice. UCEA honored Ice at their Futures and Change Awards Luncheon, April 15 in San Antonio, Texas.

This annual award honors those professionals who are leaders in continuing education. Criteria include the candidate's professional history, active involvement in more than one institution and exemplary leadership.

Accepting the award, Ice noted the growth of continuing education with its abundant opportunities for distance learning. He added that employees today must have more than an academic degree if they are to meet the changing performance demands of the workplace. There is, therefore, a big role for continuing education.



Monthly Bookstore Author Series Continues

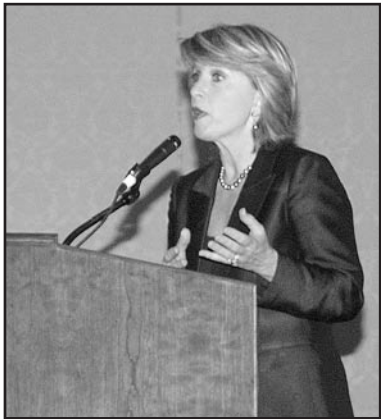
Author and publisher Kwame Alexander read and signed copies of his latest book, *Do The Write Thing: 7 Steps to Publishing Success*, at the Graduate School, USDA bookstore, in Washington D.C. on June 17.

International Institute Trains Chinese Delegation

The Graduate School's International Institute recently held classroom-based training in information technology for 17 high-level government and business officials from Shanghai, China. Participants in the course, Achieving Success and Avoiding Failure in e-Government Projects, developed both risk assessment strategies to secure e-government functions and action plans to adapt the new information for their respective organizations.

Graduate School Holds Issues Seminar for Administrative Personnel

Seventy-seven government employees attended "Mission Success," this year's theme for the Graduate School's annual Issues Seminar for Administrative Personnel, held in Washington, D.C., April 19-20. Delatorro L. McNeal II, motivational speaker and author, was the keynote speaker; and the luncheon speaker was Natalie Huff, manager, EEO/Diversity, Department of Commerce. The featured speaker, Kathleen Mathews, is a news anchor for ABC 7 News. Attendees particularly hailed the positive tones of the workshops.



News anchor Kathleen Mathews was featured.

Graduate School Awards Scholarship

The Graduate School, USDA recently sponsored a Federal Asian Pacific American Council (FAPAC) scholarship. This year's recipient of the \$1000 scholarship is Jill Jin, a senior majoring in chemistry and biology at the Massachusetts Institute of Technology. Every year FAPAC awards four scholarships to undergraduates who have exhibited academic achievement and service in the Asian Pacific-American community. Director Jerry Ice spoke about the value of continuing education and described the Graduate School at the FAPAC Scholarship Award luncheon in San Francisco in May.

Faculty Profiles



David Redden

A 1980 stint in the U.S. Army as a personnel officer working on civilian and military benefits launched a career for David Redden. Today, David is a retirement and benefits authority who lectures nationwide and worldwide approximately 200 days annually. He is also a guest speaker on radio programs in Washington, D.C. Over the years David has served the federal government in many roles. He consulted for the Office of the Secretary of Defense on compensation policy. There he developed an experimental 401K which later evolved into the Thrift Savings Plan. In 1986 the Office of Personnel Management selected David to be master trainer for the Federal Employees

Retirement System (FERS). Later OPM hired him to be the contract writer for the federal retirement regulations. For the past eight years he has taught for the Graduate School and is our lead benefits instructor. He helped in the redesign of Pre-Retirement Planning, Mid-Career Retirement Planning and Basic Employee Benefits for Personnelists.

David has taught economics at Virginia Military Institute, George Mason University and Virginia Polytechnic Institute. He received a bachelor's degree in economics and mathematics from the University of Richmond and a master's degree in economics from George Mason University.

David lives in the Washington area. He is an avid outdoorsman and particularly enjoys backpacking. A Civil War buff, he travels to its sites to participate in battle reenactments.

Glen Langlois

At the Graduate School, USDA, Glen Langlois has long been a familiar face. Over a span of 20 years, Glen has taught for the Government Audit Training Institute, our Self-Study Program, our Evening Program and the International Institute. He has helped to create and implement many courses in the evening curriculum, including Cost Accounting, Financial Accounting and the three levels of Principles of Accounting. For the International Institute he has taught accounting to foreign nationals working for the U.S. government in Ghana, Egypt, Guiana and Ecuador.

Glen received a bachelor of science degree from Southern New Hampshire University and a master's degree in business administration from Central Michigan University. Glen served in Viet Nam and is a disabled veteran.

A certified public accountant and a certified government financial manager, Glen has worked for the federal government in several positions. For the Environmental Protection Agency he has served as a compliance officer for grants management and is currently teaching the subject to native Americans in Alaska. He has also worked as an auditor for the inspector general at the Department of Agriculture and for the department's food stamp program.

In his Capitol Hill neighborhood, Glen restores and sells houses. He and his standard poodles, Louie and Coty, now live in their twelfth house on Capitol Hill. Glen enjoys travel and recently took his 90 year-old foster mother to Australia and New Zealand.

John Reifsnyder

John Reifsnyder travels around the globe – the United States, Europe and the Far East – to deliver the Graduate School's contract training program in Enhanced Defense Financial Management for the Department of Defense and the American Society of Military Comptrollers. He is also an instructor for our new open-enrollment course, Enhanced Defense Financial Management. John teaches our courses in Budget Execution and Budget Formulation in San Antonio, around the Midwest and for the Centers for Disease Control and Prevention in Atlanta.

John's background in financial management is extensive. He retired from the General Accounting Office in 1997 after a

32-year career there. He then joined the accounting firm Coopers Lybrand in Centreville, Virginia and since 2000 has been teaching for the Graduate School.

John received an undergraduate degree in accounting from Bloomsburg State College in Bloomsburg, Pennsylvania and a masters degree in management from Central Michigan University in Mount Pleasant, Michigan.

In his courses, students learn the relationship between agency performance standards and agency budgets, and they particularly applaud his use of agencies' budgets to produce training that is relevant. John's dedication to teaching is legendary. An example: John spent extra hours driving a longer route so that he could avoid a major snowstorm and arrive on time for class.

John and his wife now live in Williamsburg, Virginia. In his "retirement" years, he is enjoying travel and carpentry and, most of all, his grandchildren.

MESSAGE FROM THE EXECUTIVE DIRECTOR



At the Graduate School, USDA, the excellent quality of our courses relates directly to the expertise of our instructors. Simply stated, our instructors are outstanding.

For our training nationwide and abroad we have contracted with approximately 985 instructors; 15 have taught at the Graduate School for over 30 years – one member joined the faculty in 1956. Another 56 have taught between 20 and 30 years; 146 between 10 and 20 years; and 245 have instructed for the Graduate School between 5 and 10 years. Because they are teaching to adults, our instructors must bring strong academic qualifications and professional experience to the classroom. These individuals have practiced what they are teaching, either in the government, the private sector or the nonprofit community. Many are recognized experts in their fields and have published materials and authored government regulations.

Our instructors are up-to-date, whether teaching a class in information technology, government performance auditing or the latest federal regulations. In our renowned language curriculum, most instructors are native speakers.

In 2003 we recognized fifteen individuals for excellence awards at our annual faculty reception. Many of these instructors travel far to deliver training. Often they design a program to meet an agency request or revise instructional materials for the redesign or update of an existing course. They also tailor their instruction to the needs of the particular class. A common component among the fifteen is the enthusiasm each generates in the classroom. They go the extra mile to provide help to individual students before and after class. In return, their students give them rave reviews.

In our recently published daytime catalog, Training Solutions 2005, the Graduate School has added 70 courses to its curriculum. Be assured that we are providing first-class instructors for these courses. For further information on Graduate School faculty and available teaching positions, visit our Web site at www.grad.usda.gov.

A handwritten signature in white ink on a dark blue background.

Dr. Jerry Ice

102 Students Graduate in Certificate Programs

In ceremonies on October 15, 2003 and May 19, 2004, the Graduate School's Evening Programs graduated 102 students from its certificate programs. The three programs with the largest number of graduates were Paralegal Studies (14), Professional Spanish Translation (13) and A+ Certification (9).

Graduate School to Honor Faculty

Annual Faculty Reception September 8, 2004

On September 8, the Graduate School will present its faculty excellence awards and the executive director's award at its annual faculty reception at Loew's L'Enfant Plaza Hotel in Washington, D.C. The School will also honor recipients of longevity awards, which recognize instruction based on five-year increments beginning in 1999. The event will culminate with the presentation of the W. Edwards Deming Award for an outstanding training initiative.

Arabic Curriculum at the Graduate School

The Foreign Language Department at the Graduate School, USDA has responded to the surging interest in Arabic language training by adding additional levels to its introductory Arabic instruction and by introducing a course in intermediate Arabic.

Enrollment in Arabic classes currently totals 134 students. In prior years so few individuals registered for introductory Arabic that an intermediate course was not considered. Today, the School has scheduled four levels of introductory Arabic, and five students are enrolled in intermediate Arabic.

The Arabic language instructors are Ibrahim Sakaji, Rula Hijazeen, Hana Zabarah and Fadwa Nahhas; all are native



Language instructor Ibrahim Sakaji conducts a class in intermediate Arabic.

Arabic speakers and have extensive teaching experience. Besides Arabic, the Graduate School offers language instruction in Chinese, Czech, French, German, Hindi, Italian, Japanese, Portuguese, Russian, Spanish and Turkish. In our Winter 2004 term, the Foreign Language Department scheduled 70 language courses.

Evening Programs Expands Language Instruction on Capitol Hill

Currently, Evening Programs teaches five classes of Spanish language instruction on Capitol Hill to members of Congress and their staffs. Approximately 50 congressmen and staff members attend class in the offices of representatives Jerry Weller (Illinois), Gene Green (Texas) and Carolyn Kilpatrick (Mississippi). In addition to two levels of introductory Spanish, we are also offering the second level of "Spanish through Videos."

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Visit www.grad.usda.gov/new to view our new course selection for this year.

New Features in Daytime Catalog

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- The addition of 78 courses, 2 degree programs and 4 certificate programs – all identified in the tables of contents and in the catalog text.
- Course selection guides in the acquisition, auditing, human resources, leadership and management, personal property management and program and management analysis curriculum areas.
- Organization of the human resources curriculum around the Office of Personnel Management's areas of competency, with emphasis on human capital management.
- Mailers for the customers to provide feedback about the catalog and their interests.
- The opportunity to receive course and program information via e-mail (see page 320).
- Contract numbers for GSA Schedule 69 and GSA Schedule 874 (MOBIS) on the front cover and inside back cover.

New Training Sessions Available

The Graduate School regularly reviews registrations and adds additional sessions of its popular courses that fill up quickly. Over 35 sessions have been added for the July–September time frame. They can be found on our Web site at www.grad.usda.gov/overflow. These courses in the financial management, management analysis and human resources areas meet critical needs of our customer population. We are adding new sessions daily during this busy time of year, so bookmark the URL and you will always find the latest information and in-demand courses.

Events in Your Area

Federal Appropriations Law

This course provides all professionals, including budget and financial personnel, unit managers and attorneys, with a solid foundation in federal government appropriations law.

Course Code: FINC7100D
Tuition: \$845
September 7–10, 2004, San Francisco, Calif.

Introduction to Management Development

Learn how better leadership skills can make managing easier in this course, which will give you the tools you need to sharpen your management skills.

Course Code: MGMT7099D
Tuition: \$1,095
September 20–24, 2004, Seattle, Wash.

Pay Setting

This course is designed for human resources management specialists and others who determine and set pay for federal employees.

Course Code: STAF9000D
Tuition: \$745
August 23–25, 2004, Denver, Colo.

Project Management

Whether managing an office, implementing a new accounting system or launching a special program initiative, this course gives you the crucial skills for success.

Course Code: PGM7005D
Tuition: \$825
September 14–17, Seattle, Wash.

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Events in Your Area

Examining for Federal Wage System Jobs

This course is designed for human resources staff who need to understand and use the job element examining method to identify appropriate job elements for trades and labor occupations.

Course Code: STAF7200D

Tuition: \$575

October 12–13, 2004, Chicago, Ill.

Introduction to Financial Management

Master the fundamentals in the laws, critical concepts, procedures and policies involved with sound federal financial management.

Course Code: FINC7000D

Tuition: \$665

August 17–19, 2004, Oklahoma City, Okla.

Pay Setting

This course is designed for human resources management specialists and others who determine and set pay for federal employees.

Course Code: STAF9000D

Tuition: \$745

August 23–25, 2004, Denver, Colo.

Pre-Retirement Planning

Receive the knowledge, materials and tools needed to make fully informed decisions about retirement.

Course Code: BENE7002D

Tuition: \$575

September 20–22, 2004, Kansas City, Mo.

Project Management

Whether managing an office, implementing a new accounting system or launching a special program initiative, this course gives you the crucial skills for success.

Course Code: PGM7005D

Tuition: \$825

August 17–20, 2004, St. Louis, Mo.

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Events in Your Area

Effective Government Correspondence

This course provides step-by-step instructions to effectively respond to a wide variety of correspondence.

Course Code: WRIT7007D

Tuition: \$495

October 28-29, 2004, Washington, D. C.

Emotionally Intelligent Leaders

This program will help participants develop the emotional intelligence competencies required by a position of leadership.

Course Code: LEAD8007D

Tuition: \$895

September 13-14, 2004, Washington, D. C.

OMB Circular A-76: Management Overview

This course is intended for managers and supervisors who need an understanding of the FAIR Act Inventory; the distinction between commercial activities and inherently governmental functions; and the steps in the A-76 process.

Course Code: ACQI7026D

Tuition: \$350

October 4, 2004, Washington, D. C.

For more information on Graduate School, USDA courses in your area, visit our Web site at www.grad.usda.gov.